

SPEED LETTER		REPLY REQUESTED		DATE																				
		YES	NO	22 April 1970																				
TO : Executive Director, NPIC		FROM: Chief, PSG																						
ATTN Reference: [REDACTED]		Memo of 6 April																						
<p>Early in April the Center received a memorandum from [REDACTED] discussing the Project ASPEN Survey to collect data on dissemination. The survey was to be conducted during the week of 13 April. You requested that I have someone monitor and inform IEG. Both have been done. During the week 13-17 April, NPIC received the following, made copies and completed the cycle, as noted:</p> <table border="1"> <thead> <tr> <th>TYPE</th> <th># RECD</th> <th>#COPIES MADE</th> <th>CYCLE COMPLETED</th> </tr> </thead> <tbody> <tr> <td>IR's</td> <td>21</td> <td>12</td> <td>-</td> </tr> <tr> <td>Documents</td> <td>6</td> <td>1</td> <td>-</td> </tr> <tr> <td>Cables</td> <td>5</td> <td>0</td> <td>4</td> </tr> <tr> <td>COMINT</td> <td>6</td> <td>0</td> <td>6</td> </tr> </tbody> </table>					TYPE	# RECD	#COPIES MADE	CYCLE COMPLETED	IR's	21	12	-	Documents	6	1	-	Cables	5	0	4	COMINT	6	0	6
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<p>Declass Review by NIMA/DOD</p>																								
SIGNATURE																								

6 April 1970


MEMORANDUM FOR: Director of Economic Research  
Director of Current Intelligence  
Director of Strategic Research  
✓ Director, National Photographic  
Interpretation Center

SUBJECT : Project ASPIN Survey

1. Project ASPIN (Automated Systems for the Production of Intelligence) is conducting a survey to collect data on the dissemination and filing of intelligence documents. A small sample of some 300 documents out of a week's take of some 15-20,000 will have questionnaires attached to be filled out by disseminators and analysts in the recipient units in the various directorates. Since the sample is small, each questionnaire is important to the results.

2. I request your support to this activity to develop an Agency-wide data base on the dissemination and disposition of intelligence documents. Such a data base will provide a useful tool for management at all levels within the Agency and will be an indispensable record for evaluating existing systems and designing future systems to support intelligence production.

3. The attached notice is being sent to all CRS dissemination points in the concerned offices. The survey will be conducted during the week of April 13, 1970.

  
Director, Project ASPIN

Attachments:  
Notice to Disseminators  
and Users  
Questionnaire

25X1

6 April 1970

Notice to Disseminators and Users

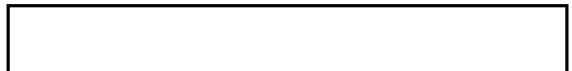
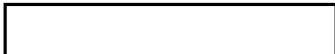
During the week of 13 April 1970, the staff of Project ASPIN will conduct a survey to collect information about the use and flow of intelligence documents in the Agency. This memorandum is to ask your cooperation and to provide some background information.

Project ASPIN (Automated System for the Production of Intelligence) is a staff created by order of the Executive Director-Comptroller to study the application of computers in the intelligence production process. As part of its studies, the ASPIN staff is attempting to find out what happens to individual documents once they have been received in the Agency. The results of this survey will be of use in designing an automated system to aid in disseminating, storing, and retrieving the growing flow of paper in the Agency.

A relatively small sample of documents will be randomly selected on each of five working days. The document sample will number about 300 documents out of a total week's take of some 15-20,000 (e.g., 5 State Airgrams per day). The number of copies of these documents, however, will be considerably higher. A two-part questionnaire will accompany each copy of sample documents until it is filed or destroyed. The front of the questionnaire will be filled out by the people who move documents along--disseminators, mail clerks, branch secretaries, etc.; the reverse side of the questionnaire is to be completed by those people who read the document for substantive exploitation--production analysts, supervisors, etc.

Since the sample is small, each questionnaire is important to the results. It is thus important that a copy of the questionnaire--both sides-- be reproduced to accompany any new copies which are made of a sample document. We ask all to cooperate by completing the form quickly. When the sample document is finally disposed (i.e. filed, destroyed, etc.), the questionnaire should be removed and mailed to: Project ASPIN, DDI Planning Staff, Room 2F24 Headquarters Building.

For further information, call



25X1

25X1

This side to be completed by DISSEMINATORS

\*\*\*IMPORTANT\*\*\*This document has been selected to furnish data for a study of the dissemination and filing of intelligence documents.

IF YOUR INTEREST in this document is for ROUTING OR DISSEMINATION, please fill in boxes below.

IF YOUR INTEREST in this document is for SUBSTANTIVE EXPLOITATION, please complete form on the reverse side.

DISSEMINATION AND ROUTING POINTS

Point	Initials	Date		AM or PM	Level*	Disposition (Check one)		
		Rec'd				Passed Along	Destroyed**	Reproduced***
1.	_____	_____	_____	_____	_____	[ ]	[ ]	[ ]
2.	_____	_____	_____	_____	_____	[ ]	[ ]	[ ]
3.	_____	_____	_____	_____	_____	[ ]	[ ]	[ ]
4.	_____	_____	_____	_____	_____	[ ]	[ ]	[ ]
5.	_____	_____	_____	_____	_____	[ ]	[ ]	[ ]

\*Use following code to indicate organizational level of dissemination point:

A-Directorate C-Area E-Division G-Supervisor

B-Office D-Staff F-Branch H-All Others (Specify) \_\_\_\_\_

\*\*If you destroy the attached document, please fold, staple, and return form after filling in data.

\*\*\*If you reproduce this document in whole or part, please make copies of this questionnaire (both sides) to accompany each new copy. Please note number of copies and where sent. \_\_\_\_\_

Return to:

PROJECT ASPIN

2-F-24, Hqs.

PROJECT ASPIN USER SURVEY

This side to be completed by USERS.

Questionnaire must be completed and returned for each copy of the attached document. IF THE DOCUMENT IS REPRODUCED for further routing or use, please reproduce this questionnaire (both sides) to accompany each new document copy. Indicate number of new questionnaires made: \_\_\_\_\_

DATE \_\_\_\_\_

DOCUMENT NUMBER \_\_\_\_\_

COPY NUMBER \_\_\_\_\_

DISSEMINATED TO \_\_\_\_\_

\*\*\*\*\*  
 RECEIPT (Each user please enter data.)      DISPOSITION (Each user please check single, most appropriate box.)

If you held this document, check column A or B.

If you routed or destroyed this document, check column C, D, or E.

User	Unit and Initials	Date Rec'd	AM or PM	A Expected Retention		C Of interest, but not held. I can get it later if needed.	D Glad I saw, but will likely never need again.	E Of no interest now and will likely never need.
				Six months or less	Indefinite			
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Last person please fold, staple, and return this form as soon as possible. Each copy is accountable. Use this space to explain any unusual circumstances:

For information phone Project ASPIN, [ ]

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